



# Memorandum

United States Bankruptcy Court  
Eastern District of Virginia

**TO:** All CM/ECF Registered Users and Non-Registered Query-Only Users

**FROM:** William C. Redden, Clerk

**DATE:** August 31, 2001

**SUBJECT:** Notice of: Availability of ECF Case Upload Feature; Uploading Scanned Documents into ECF; Availability of Mega Case Docket Sheet Reports and Docket Activity Reports; Need to Make Use of Netscape 4.6x or 4.7x for CM/ECF Access and Status of Using Internet Explorer; and Ongoing Requirement that all CM/ECF Registered Users and Non-Registered Query-Only Users Secure PACER Accounts and CM/ECF Retrieval Fee

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## 1. New ECF Case Upload Feature is Available in the EDVA for use by Attorneys Representing Debtors

The new CM/ECF Version 1 compatible ECF Case Upload feature allows the user to file a bankruptcy case on one screen in ECF by simply attaching files generated from the user's bankruptcy petition software (*i.e.*, case date, petition, creditor matrix, and the Chapter 13 plan, if applicable). Bankruptcy Plus (Version 3.12 or higher), Bankruptcy 2001 (Version 3.1.0 Build 534 or higher), Best Case (Version 9.0 – Release 01608-32 or higher), and E-Z Filing (Comprehensive Edition v7.2.016 or higher) commercial petition software products are compliant with the new ECF Case Upload feature. (In addition, Matthew Bender has advised the clerk's office that it is interested in updating its Top Form product to make it compliant with the new ECF Case Upload feature as well.) If you use software products other than those identified above, please ask your commercial petition software vendor to contact the ECF Help Desk at 1-888-271-8610. The clerk's office has the specifications for the new ECF Case Upload feature available and will provide the specifications to the commercial software vendor. If you use an in-house petition software program, the clerk's office will provide you with the above noted specifications as well.

For information about the new ECF Case Upload feature, please go to the EDVA Home Page at <http://www.vaeb.uscourts.gov> and click the "Bankruptcy Online Support" button, then click on "Find Answer" and enter "Case Upload" in the "Search Text" box to access more information. Alternatively, from the EDVA Home Page, you can click the yellow "ECF" bar to go to the ECF Home Page, and then click the "Training Manuals" button for instructions on the use of the new ECF Case Upload feature. The ECF Help Desk also can be contacted at 1-888-271-8610.<sup>1</sup>

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<sup>1</sup> **Bankruptcy Software Disclaimer:** Neither the U.S. Courts nor the AO has passed on the merit of any bankruptcy petition software product or their endorsement. This information is provided without warranty of any kind and the U.S. Courts and the AO make no representations and disclaim all express, implied, and statutory warranties of any kind to any party including warranties as to accuracy, timeliness, completeness, merchantability, or fitness of the products/services offered by the entities in this notice for any particular purpose.

## **2. Notice of Availability of Mega Case Docket Sheet Reports and Docket Activity Reports**

An enhancement has been incorporated into the Mega Case section on our Internet and ECF home pages. Initially, these page sections provided links to the electronic docket sheets maintained for the listed cases. In response to users who expressed concern that the length of these electronic docket sheets can take considerable time to download, the links now will take you directly to the electronic docket sheets for the listed cases. The docket sheet display will be current up through midnight of the previous calendar day. (This means that if you are looking for activity that has occurred in the listed case for the current day, then this is not the section you will want to visit. Current day activity may be accessed through the Docket Report function in ECF.) An additional benefit in using this feature is that there is no charge merely for viewing the docket sheet. There will be a charge, however, if you elect to click on a document link to a specific document. At that point, you will be prompted to enter a PACER login and will be charged for accessing, viewing and/or retrieving the case document (see footnote 2 at page 3 below for additional information).

A new feature also has been added to the ECF Home Page, which will allow users to access the ECF Daily Activity Report. This electronic report will permit users to view all docket activities in an ECF case, by division, for the previous seven calendar days. The report is updated daily with the newest calendar day being added and the oldest calendar day being deleted. Here too, there is no charge merely for viewing the Docket Activity Report. As with the mega case electronic docket sheets, however, there will be a charge if you elect to click on a document link to a specific document. At that point, you will be prompted to enter a PACER login and will be charged for accessing, viewing and/or retrieving the case document (here too, see footnote 2 at page 3 below for additional information).

## **3. Notice of Ongoing Need to Make Use of Netscape 4.6x or 4.7x and Status of Using Internet Explorer**

The AO is continuing to emphasize that CM/ECF has been tested and works correctly with Netscape 4.6x or 4.7x. Do not use any version of Netscape higher than 4.7x. In addition, do not use Internet Explorer when accessing CM/ECF. The AO is evaluating what can be done when Internet Explorer is the user's browser of choice when accessing CM/ECF Version 1. The AO is undertaking testing, which, if successful, will favorably address this issue. Recently, the AO has advised that Internet Explorer likely will be certified by the AO as fully functional with the next interim upgrade release to CM/ECF Version 1. You will be advised when this upgrade has been released by the AO to the courts and is operational.

## **4. Notice of Ongoing Need for CM/ECF Registered Users and Non-Registered Query-Only Users to Secure PACER Accounts and CM/ECF Retrieval Fee**

All CM/ECF registered users and non-registered query only users must enter an assigned PACER login and password to access documents in the Court's CM/ECF database. If you are a CM/ECF registered user but **not** a registered PACER user, you must obtain a PACER login and password as soon as possible. A PACER login and password is secured by obtaining a PACER account. **You will not be assessed a fee merely for obtaining a PACER account.**

You **must** have an active PACER account to use Version 1 of CM/ECF. If you already have an active PACER account for our Court's dial up system, you may use the same account for CM/ECF. Even if you are a non-registered user who only queries the Court's

CM/ECF database, you still must have a PACER login and password. As of July 1, 2001, CM/ECF users are subject to Judicial Conference of the United States-mandated billing by the PACER Service Center for accessing the Court's CM/ECF-maintained documents.<sup>2</sup>

If you need to obtain a PACER account, please visit <http://pacer.psc.uscourts.gov> for assistance. You also may contact the PACER Service Center via telephone at 1-800-676-6856, or by mail at:

PACER SERVICE CENTER  
PACER REGISTRATION  
PO BOX 780549  
SAN ANTONIO, TX 78278-0549  
[PACER@psc.uscourts.gov](mailto:PACER@psc.uscourts.gov)

You are strongly encouraged to sign up for a PACER account over the Internet, as this is the quickest way to set up such an account. I have been advised that the PACER Service Center sends the PACER account login and password information package by regular mail to the PACER account applicants. (Delivery to the PACER account applicants, by the U.S. Postal Service, could take two-to-three days once the PACER Service Center mails out an information package. Ordinarily, it takes the PACER Service Center about two weeks to prepare the information package for mailing upon receipt of the users' application to secure a PACER account and login.)

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<sup>2</sup> The Judicial Conference of the United States (Judicial Conference) has prescribed a \$.07 per page fee, which commenced on July 1, 2001, to access, view and/or retrieve information and documents from the CM/ECF System. There are four exceptions to this fee requirement, as follows:

- (1) The user will not be billed or required to pay a fee if the user's fee does not exceed \$10.00 per year. Once the \$10.00 ceiling is reached, however, the user will be billed the entire cost for accessing, viewing, and/or retrieving information or documents, including the first \$10.00.
- (2) The user may access and view information or documents without charge at public access computer terminals located at the Alexandria, Norfolk, Newport News and Richmond divisions of the Court. The Judicial Conference, however, has prescribed a fee of \$.10 per page for copies of documents printed from public access computer terminals located in the clerk's office. This fee is payable at the clerk's office.
- (3) If the user has established an automatic e-mail notification regarding documents filed in a case or adversary proceeding, the user will have one opportunity to view, retrieve or download the document, without charge, by accessing the document directly from the e-mail hyperlink. This one-time opportunity expires 30 days after the document was filed electronically and the e-mail notification was sent.
- (4) A user who has obtained an order of the Court exempting the user from payment of the fee will not be charged to access, view and/or retrieve information or documents from CM/ECF System.